

**DERBY CITY SCHOOLS COVID -19 RISK ASSESSMENT FORM****Spring Term 2022**

<b>DIRECTORATE AND SECTION</b>	People Services
<b>LOCATION</b>	Whitecross Nursery School
<b>ASSESSMENT DATE</b>	Spring Term 2022
<b>NAME OF ASSESSOR/S</b>	Originated by the DCC Corporate H&S Team. Schools to add those involved in the assessment process Whitecross specific information input by Claire FitzPatrick, Kate Parker, Jayne Staves, Verity Skerritt & Tina Burke

**WORK ACTIVITY AND/OR ENVIRONMENT**

The risk assessment explains the actions schools should take to reduce the risk of transmission of COVID-19 for the start of the spring term 2022. It is based on:

Schools COVID-19 operational guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Separate guidance is available for early years and childcare settings and additional operational guidance for special schools. All these links can be found in the above link on page 4 of the document.

Risk assessment

You must regularly review your risk assessments. For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see the link

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

and

Contingency Framework: education and childcare settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

## Consultation

Please remember to involve colleagues in the completion of the risk assessment.  
Continue to share your risk assessments with TU colleagues as part of the consultation process.  
Review and update the school's equality impact assessment accordingly

List significant hazards – anything that could cause harm	What harm could occur and who might be affected?	What measures are already in place to protect people?	What harm could still occur and how likely is this?	What more needs to be done? List extra measures needed, the person responsible for action and the timescales
Staff, pupils, contractors and visitors attending school who are symptomatic or confirmed as positive with COVID-19 – transmission of COVID -19	Staff & pupils COVID related illness	<p><u>Vaccination</u> We encourage all school staff and eligible pupils to take up the offer of a vaccine. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</a></p> <p>Any member of staff or pupil who have symptoms of COVID-19 or are confirmed as positive must not attend school and must isolate for 7 days with two positive lateral flows 10 days if necessary.</p> <p>Individuals who have symptoms must book a PCR COVID test to establish COVID status.</p> <p>From 11<sup>th</sup> January 2022 anyone who receives a positive lateral flow test showing no symptoms must self-isolate in accordance with the latest Government guidance</p> <p><a href="https://www.gov.uk/government/news/confirmatory-pcr-tests-to-be-temporarily-suspended-for-positive-lateral-flow-test-results">https://www.gov.uk/government/news/confirmatory-pcr-tests-to-be-temporarily-suspended-for-positive-lateral-flow-test-results</a></p> <p>See Derby City Council (DCC) COVID-19 pages for all COVID-19 updates. This includes the link to the local outbreak plan –</p> <p><a href="https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/">https://www.derby.gov.uk/environmental-health-licensing-trading-standards/environmental-health/health-and-safety/employees-and-public/novel-coronavirus/</a></p>	Cases & transmission may still occur	<p>Continue to review and monitor that the controls implemented are being followed and take any necessary action.</p> <p>Continue to review and revise your risk assessment if further controls are needed and if cases increase then move to your <b>contingency plan</b> as appropriate.</p>

		<p>Where a COVID-19 infection (staff only) has occurred as a result of occupational exposure, this requires reporting to the HSE as an occupational disease under <b>RIDDOR</b>.</p> <p>If this is the case, contact CHST for further advice and support, <a href="mailto:employee.healthandsafety@derby.gov.uk">employee.healthandsafety@derby.gov.uk</a>. Schools outside DCC control should contact their own H&amp;S consultant for advice.</p> <p>If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p> <p><b>School workforce</b> From 13 December, under Government Plan B, office workers who can work from home should do so.</p> <p>Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work.</p> <p>School leaders are best placed to determine the workforce required to meet the needs of their pupils. School leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home without disrupting to face-to-face education.</p> <p><b>Wraparound provision and extra-curricular activity</b> If this provision is being provided, please ensure you refer to the guidance below: <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a></p>		<p>If possible staff can who can work from home should. This would only be SBM, or any staff on online meetings or training.</p> <p>Staff meetings and PPA could move to become virtual in the event of a number of outbreaks or issues. This will be regularly reviewed.</p>
Transmission of COVID -19 within the school environment	Staff & pupils COVID related illness	<p><b>Ensure good hygiene:</b></p> <p><b>Hand hygiene –</b> Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly.</p>	Cases & transmission may still occur	All staff and children will wash hands on entry to

		<p>This can be done with soap and water or hand sanitiser.</p> <p>Ensure ample hand washing stations/hand sanitiser are available in classrooms and key locations.</p> <p>The school should ensure they have enough tissues and bins to manage additional waste.</p> <p>Empty bins frequently to avoid overflowing.</p> <p>Display hand wash signage to remind children and staff of good hand hygiene techniques.</p> <p>Schools must ensure younger children and those with complex needs are supported to ensure appropriate hand hygiene is maintained.</p> <p><a href="https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm">https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm</a></p> <p><b>Respiratory hygiene –</b> Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p><b>Cleaning:</b> Maintain robust cleaning schedules. This should include regular cleaning of areas and equipment (e.g., twice per day), with particular emphasis on frequently touched surfaces.</p> <p>More frequent cleaning depending on the number of people using the space and equipment within it. For example, gym equipment, door keypads etc.</p> <p>Remove clutter and difficult items to clean.</p> <p>Appropriate cleaning materials should be used ensuring required dilution rates are used.</p> <p>See government guidance on the cleaning of non-healthcare settings: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-</a></p>		<p>nursery</p> <p>Hand sanitiser is available in all rooms in nursery.</p> <p>Tissues are available in all rooms around nursery and staff will support children to wipe their nose and wash hands afterwards</p> <p>Windows will be open all day in the office, the sunshine room, the garden room, in nursery in the role play, the library, the park room, the kitchen, the toilets, the utility room, the park room and at least one shutter will be open in the dome. Sarah can close the windows in the kitchen for a short time whilst serving up food</p> <p>Enhanced cleaning will continue to happen on a daily basis. This consists of cleaning all taps, sinks, children’s toilets, door handles &amp; key pads, fridge handles, light switches etc.</p>
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		<p>Follow HSE guidance link above.</p> <p><b>Asymptomatic testing:</b>  <u>All staff and secondary school pupils should continue to <i>test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart.</i></u>  Testing remains voluntary but is strongly encouraged.</p> <p>Continue to test twice per week at home.</p> <p>There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.</p> <p><b>Positive test result:</b>  Staff and pupils with a positive test result must self-isolate in line with stay-at-home guidance for households with possible or confirmed COVID-19 infection.</p> <p><b>Self-isolation:</b>  Pupils, staff and other visitors should not come to school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of passing on COVID-19 (e.g., required to quarantine)  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p> <p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being the close contact.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• They are fully vaccinated (received 2<sup>nd</sup> vaccination more 14 days prior to being told to self-isolate)</li> <li>• They are below the age of 18 years and 6 months</li> <li>• They have taken part in a or are currently part of an approved COVID-19 vaccine trial</li> </ul>		<p>everyone safe and to know quickly and isolate quickly a staff member who tests positive we will all test daily. This should try to slow the spread of the illness amongst all staff and children and their wider families.</p> <p><u>Please note section on <b>Self-isolation.</b></u> All staff and children should come to nursery even if someone in their household tests positive for Covid</p> <p>Face coverings, masks not visors, will be worn by all staff when will anyone visiting the school. All staff are responsible for providing and wearing their own masks daily but school will have a small stock of disposable masks in contingency for those who have forgotten, and for when wearing with PPE for looking after a child with symptoms.</p> <p>All staff should wear masks in communal areas such as the kitchen, entrance and</p>
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		<p>7 of the 'schools covid-19 operational guidance January 2022'.</p> <p>Face coverings do not need to be worn when outdoors.</p> <p>Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. They also have a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully. No pupil should be denied education on the grounds that they are not wearing a face covering.</p> <p>Further guidance on specific face coverings (transparent face coverings) refer to page 8 schools covid-19 operational guidance January 2022.</p> <p><b>Managing confirmed cases of COVID-19:</b> If anyone in school develops COVID-19 symptoms, however mild, send them home. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p> <p>Contact parent or family member to collect - avoid using public transport</p> <p>Pupils awaiting collection should be separated in a room on their own if safe to do so – open windows, use appropriate PPE especially if being closely supervised – see <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p> <p>Clean rooms after they have left – follow principles of cleaning after an individual with symptoms of, or confirmed, COVID-19 has left the setting or area. See link: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>		<p>You should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>You should have a small contingency supply available for people who:</p> <ul style="list-style-type: none"> <li>• are struggling to access a face covering</li> <li>• are unable to use their face covering as it has become damp, soiled or unsafe</li> <li>• have forgotten their face covering</li> </ul>
Carrying out first aid –	First aider, person being	No PPE is required for fleeting contact - i.e. applying a plaster to a graze other than good hand washing.	Cases & transmission may	



fleeting contact under 15 minutes.	treated by the first aider. Staff & pupils COVID related illness		still occur	
Prolonged first aid contact lasting longer than 15 minutes.	First aider, person being treated by the first aider. This could lead to persons involved in the first aid process becoming infected with COVID-19 through close contact	<p>Try to assist at a safe distance from the casualty</p> <p>Minimise the time you share a breathing zone.</p> <p>Although treating the casualty should be your first concern, tell them to do things for themselves if they are capable.</p> <p>Remember the 3P model – preserve life, prevent worsening, promote recovery.</p> <p><b>Preserve life: CPR</b> Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.</p> <p>Ask for help. If a portable defibrillator is available, ask for it.</p> <p>Before starting CPR, use a cloth or towel to cover the patient's mouth and nose. This should minimise the risk of transmission</p> <p>If available, you should use:</p> <ul style="list-style-type: none"> <li>• <b>a fluid-repellent surgical mask</b></li> <li>• <b>disposable gloves</b></li> <li>• <b>eye protection</b></li> <li>• <b>apron or other suitable covering</b></li> </ul> <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths.</p> <p>For CPR in paediatric settings see <a href="#">guidance from the Resuscitation Council UK</a> .</p> <p><b>Prevent worsening, promote recovery: all other injuries or illnesses</b></p>		

		<p>If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.</p> <p>If you're giving first aid to someone, you should use the recommended equipment listed above if it is available.</p> <p>You should minimise the time you share a breathing zone and direct them to do things for you where possible.</p> <p><b>After delivering any first aid:</b> Make sure you discard disposable items safely and clean reusable ones thoroughly.</p> <p>Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.</p> <p>Clean the area as per the cleaning guidance for non-health care settings. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>See link: <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p>		
<p>Vulnerable people including clinically extremely vulnerable (CEV) staff and pupils.</p> <p>Supporting pupils with medical conditions.</p>	<p>Staff &amp; pupils COVID related illness</p> <p>Those in the CEV category may be at greater risk of serious illness from COVID-19</p>	<p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>Where parents are concerned about their child's attendance speak to the family to discuss the general measures in place and any other measures that can be put in place to ensure their children attend school regularly.</p> <p><a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</a></p>	<p>Cases &amp; transmission may still occur</p>	<p>We will have one child with their own risk assessment due to allow immune system which will be written with parent and keyworker</p>

		<p>See HSE guidance: Protect vulnerable workers during the coronavirus pandemic:</p> <p><a href="https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm">https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm</a></p>		
Stress & anxiety	<p>Pupils and staff may be experiencing a variety of emotions in response to the COVID-19 pandemic</p>	<p>Adjust timetable to ensure sufficient or increased time for social and emotional support for pupils.</p> <p>Review or consider support offered to those directly affected by COVID-19. Staff wellbeing - free helpline to school staff for mental health and wellbeing. <a href="#">Education support</a></p> <p>Pupil wellbeing and support - to access useful links and sources of support for pupil's wellbeing and support:</p> <p><a href="https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges">https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges</a></p> <p>Conduct individual Stress risk assessments</p> <p>Pupils to attend school to promote wellbeing.</p> <p>For DCC schools undertake wellbeing support plans – see I Derby <a href="https://iderby.derby.gov.uk/human-resources/health-wellbeing/wellbeing/">https://iderby.derby.gov.uk/human-resources/health-wellbeing/wellbeing/</a> or SIP for further information or seek further advice from your health and safety adviser.</p>	<p>Cases &amp; transmission may still occur</p>	<p>Please talk to someone if you are worried and have concerns about anything happening due to Covid or anything else this term. Talking is better than bottling up. CF's door is always open</p>
Educational visits	<p>Staff, pupils, parents, guardians and volunteers.</p> <p>Increased transmission risk and reduced infection control within the location or</p>	<p>Consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. You should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling.</p> <p>Undertake a full and thorough risk assessment in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory</p>	<p>Cases &amp; transmission may still occur</p>	<p>Nothing is planned currently</p>

	whilst undertaking activities	<p>Panel (OEAP).</p> <p><a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits</a></p> <p><a href="https://oeapng.info/">https://oeapng.info/</a></p> <p>You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available.</p> <p>Wherever possible organise activities outside.</p> <p>Add trips to the EVOLVE system including covid measures.</p>		
Dedicated transport to schools – arriving and leaving school	<p>Staff and pupils using dedicated transport.</p> <p>Increased risk of transmission.</p> <p>Staff &amp; pupils COVID related illness</p>	<p>Pupils must wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school.</p> <p>Work with school transport providers to discuss proportionate control measures which include:</p> <ul style="list-style-type: none"> <li>• Reminding pupils not to board dedicated transport if they have symptoms or other reasons requiring them to stay at home.</li> <li>• Reminding pupils about the use of face coverings on school transport</li> <li>• Avoiding overcrowding on school transport.</li> <li>• Provide hand hygiene where possible</li> <li>• Follow good respiratory hygiene – promote the ‘catch it, bin it’ approach</li> <li>• Maintain cleaning regimes</li> <li>• Let fresh air into vehicles when occupied by opening windows and ceiling vents, whilst balancing the need for increased ventilation with maintaining a comfortable temperature.</li> </ul> <p><a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance</a></p>	Cases & transmission may still occur	
Managing	Staff, pupils &	Ensure that key contractors are aware of the school’s control measures	Cases &	We will do everything we

contractors – meeting those you do not normally meet	contractors  COVID related illness	and ways of working by:  <ul style="list-style-type: none"> <li>• Those who have symptoms or have tested positive must not attend school sites.</li> <li>• Request copies of contractors COVID measures and risk assessment</li> <li>• Make contractors aware of the schools COVID controls and risk assessment. Update contractors if further measures are introduced due to increased cases and/or outbreak management.</li> <li>• Pre-planned appointments outside of school hours wherever possible.</li> <li>• Maintain social distancing wherever possible.</li> <li>• All contractors are required unless exempt to wear a face covering within the school building.</li> <li>• Encourage contractors to undertake a lateral flow test prior to the visit.</li> </ul>	transmission may still occur	can to ensure contractors only come on to site before or after the school day. However this is not always possible. All staff will know if we need a contractor in school and when. We will try to remove all children and staff from the area they are working in and staff and contractors must wear a mask whilst in school.
Managing visitors – meeting those you do not normally meet	Staff, pupils and visitors	Those who have symptoms or have tested positive must not attend school sites.  Pre-planned appointments wherever possible.  On-line meetings (including staff meetings) where possible  Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.  All visitors are required unless exempt to wear a face covering within the school building.	Cases & transmission may still occur	Parents will no longer be able to come into school to collect their child. The will wait socially distanced in masks outside and staff will dismiss a child at a time to parents. This will take longer but support us to keep everyone safe.  Any parents that needs to attend a face to face meeting will be asked to take a test before.
Cases of COVID-19 within school settings and school outbreaks.	Staff, pupils, visitors and wider community.  Increased number of	<b>Contingency Plans:</b> Schools are required to have a robust contingency plan to manage positive cases and school outbreaks – this must remain robust and up to date. Review these plans for the start of the winter term 2022.  The plan should cover: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> </ul>	Cases & transmission may still occur	We have a contingency plan which will remain under constant review throughout the half term. As we have such a small staff we acknowledge when more than one staff

<p>positive cases within school settings may require additional measures to be in place</p>	<ul style="list-style-type: none"> <li>• When and how to seek public health advice</li> <li>• Details of the types of control measures that might be required to control outbreaks.</li> </ul> <p>For each additional control measure include:</p> <ul style="list-style-type: none"> <li>• Actions you would take to put it in quickly and</li> <li>• How you would communicate changes to children, pupils, parents, carers and staff</li> </ul> <p>When schools should consider extra action:</p> <p>Schools should seek additional advice from:</p> <ul style="list-style-type: none"> <li>• UK Health Security Agency (UKHSA),</li> <li>• local outbreak management teams at the City Council,</li> <li>• the Corporate Health &amp; Safety Team and/or their independent adviser as soon as possible in the event of positive cases and/or outbreaks that may require extra measures to be put in place.</li> </ul> <p>All schools should follow the link below:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</a></p> <p>All schools should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 – phone the DfE helpline – 0800 046 8687 or alternatively contact the local helpline &amp;/or Corporate Health and Safety Team:</p> <p><b>Notification of cases – pupils:</b>  Report all cases to the public health outbreak team at Derby City Council by completing the online notification form or by emailing: <a href="mailto:cct@derby.gov.uk">cct@derby.gov.uk</a></p> <p>Early years &amp; school nursery settings should also notify Ofsted at: <a href="https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business">https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business</a> and DCC Early Years by emailing <a href="mailto:coral.golding@derby.gov.uk">coral.golding@derby.gov.uk</a></p> <p>Schools should also notify <a href="mailto:Jayne.hadfield@derby.gov.uk">Jayne.hadfield@derby.gov.uk</a></p>		<p>member is absent there could be serious implications. Staff may need to be flexible and may be asked to work extra hours or support in a different role. We must maintain legal ratios of staff numbers to children to remain fully open. Should we not be able to maintain that level of staffing, the children of key workers will have priority to nursery sessions. We will endeavour to remain open and school closure would only be an extreme and last resort.</p> <p>All office staff and SLT can follow the protocol of reporting a confirmed case in staff or a pupil by email to the following</p> <p><a href="mailto:cct@derby.gov.uk">cct@derby.gov.uk</a></p> <p><a href="https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business">https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business</a></p> <p><a href="mailto:coral.golding@derby.gov.uk">coral.golding@derby.gov.uk</a></p> <p><a href="mailto:Jayne.hadfield@derby.gov.uk">Jayne.hadfield@derby.gov.uk</a></p>
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		<p><b>Staff cases:</b> See the guidance for workplaces: NHS Test and Trace in the workplace <a href="#">NHS Test and Trace in the workplace</a></p> <p>Further action to consider if local contingency measures are required:</p> <ul style="list-style-type: none"> <li>• Review and reinforce the testing, hygiene and ventilation measures already in place – focussed and enhanced cleaning as required.</li> <li>• For all staff cases contact NHS Test and Trace in the workplace</li> <li>• Increased testing for staff and pupils</li> <li>• Limiting residential educational visits, open days, transition and taster days, parental attendance at schools and live performances.</li> <li>• Restricting attendance – only as a short-term measure and as a last resort</li> <li>• Re-introduction of ‘bubbles’</li> <li>• Establishing if classes, exercise and assemblies could take place outdoors</li> <li>• Pausing events e.g. shows, performances, spring fayre or fete</li> </ul>		<p>Staff also <b>MUST</b> contact test and trace if they test positive to ensure all other adults they have been in close contact with are notified. It is a personal responsibility.</p>
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**See action plan:**

Risk assessment action plan				
Actions required	By whom	By when	Date completed	Comments
<b>Insert actions and who should do them here</b>				
Weekly review of contingency plan and staff roles	SLT & SBM	Monday lunchtime or when necessary should cases be confirmed		




<b>Date reviewed</b>	Sunday 09/01/2022	<b>Next review date</b>	Monday 17/01/2022
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